# WebTADS Leave Planner **Approver Functions** 03/18/2004 Version 1.2

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03/18/2004

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#### Purpose

- Provide an electronic means of approving leave requests in WebTADS.
- The Leave Planner is an optional feature in WebTADS. Its use is up to the discretion of the supervisor / approver.

#### Reason

- Per a memo from the Agency Administrator date May 16, 2002:
  - Employees will electronically request leave
  - Supervisors will electronically approve / disapprove within 48 hours
  - 48 hours after notification of the request,
    the leave request is automatically approved

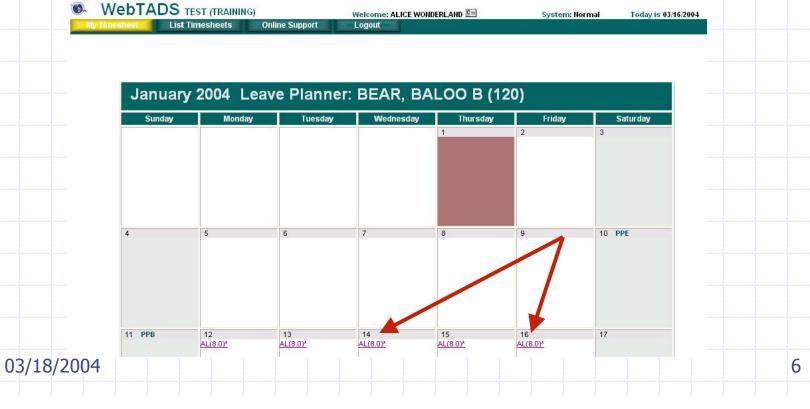
# Approving a Leave Request

- A request is routed to a single approver. However, other approvers who have access to that organization can approve the request via the List Timesheets page.
- The approver is notified via a system-generated e-mail message that a request has been submitted. This task is also indicated by a palm tree icon on the List Timesheets page.

| 1           | NAME                    | PHONE        | RT    | REG  | OT  | EARN | LV  | ОТН | TOTAL | APPROVED | HISTORY  | EDIT       | ROUTES | PPPA           | OT   | LV          |
|-------------|-------------------------|--------------|-------|------|-----|------|-----|-----|-------|----------|----------|------------|--------|----------------|------|-------------|
| $\boxtimes$ | BEAR, BALOO B (120)     | 256-555-1111 | DISNY | 72.0 | 0.0 | 0.0  | 8.0 | 0.0 | 80.0  | N        | e e      | 0=         |        |                |      | <b>T</b> (1 |
| $\simeq$    | BEAUTY, BELLE B (120)   | 256-555-5555 | DISNY | 72.0 | 0.0 | 0.0  | 8.0 | 0.0 | 80.0  | N        | <i>i</i> | 0=         |        |                |      | 1100000     |
| $\boxtimes$ | BOY, PINOCCHIO P (120)  | 256-555-3333 | DISNY | 0.0  | 0.0 | 0.0  | 0.0 | 0.0 | 0.0   | N        | è        | 0=         |        |                |      |             |
| $\square$   | CARPET, ALADDIN A (120) | 256-555-7777 | DISNY | 72.0 | 0.0 | 0.0  | 8.0 | 0.0 | 80.0  | N        | <u> </u> | <b>c</b> = |        | Ø <sub>m</sub> |      | -           |
| $\boxtimes$ | CAT, CHESHIRE C (120)   | 256-555-3333 | DISNY | 72.0 | 0.0 | 2.0  | 8.0 | 0.0 | 82.0  | N        | a a      | 0=         |        |                |      |             |
| $\boxtimes$ | COMBOY, WOODY C (120)   | 256-555-6666 | DISNY | 80.0 | 0.0 | 8.0  | 0.0 | 0.0 | 88.0  | N        | a        | C=         |        | (Day           | (Pr) |             |

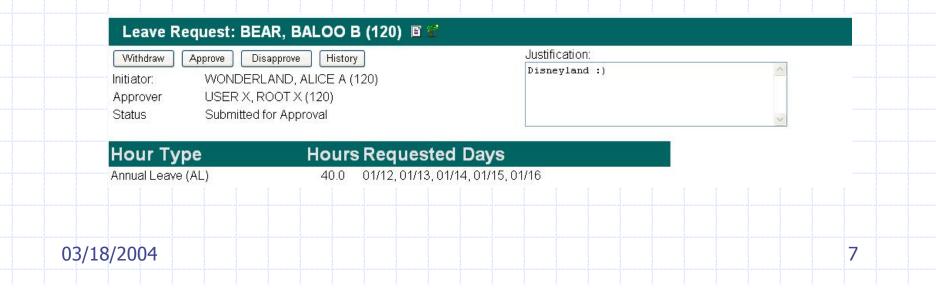
#### Approving a Leave Request

The employee's leave calendar will appear with requested leave type and hours on the day(s) the employee is planning to be off.



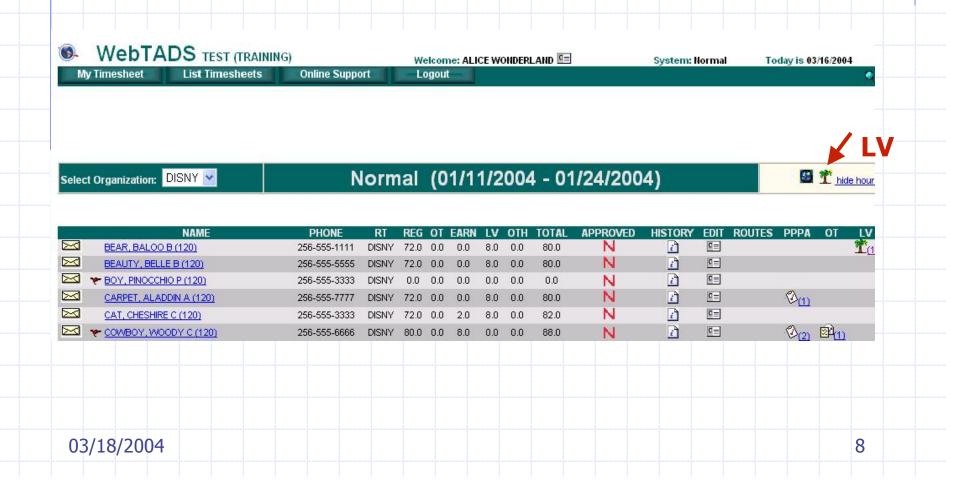


- The approver's actions include:
  - Withdraw
  - Approve
  - Disapprove
  - History
- Upon approval / disapproval, an email notification is sent to the employee (and initiator if different).



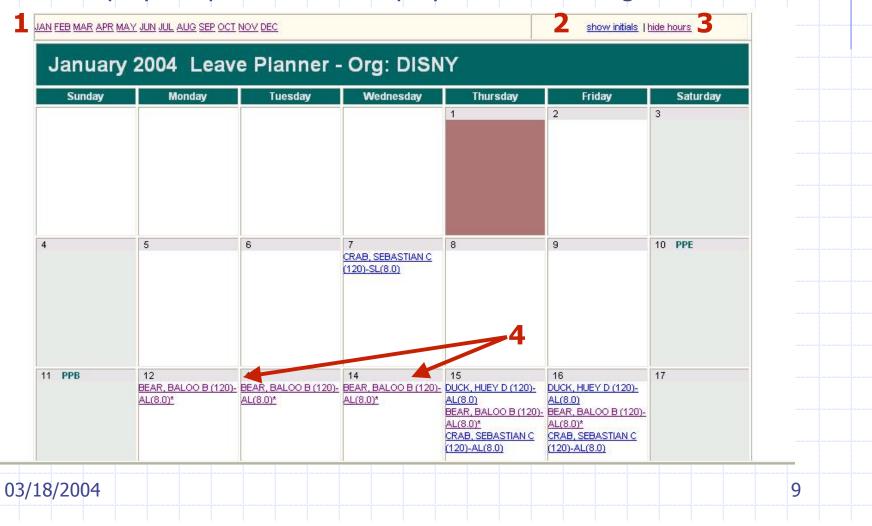
# Leave Planner - Organization

Click the LV icon in on the List Timesheets toolbar.



# Leave Planner - Organization

This displays requests for all employee within an organization.



## Leave Planner - Organization

- 1. Monthly navigation up to 1 year in the future.
- 2. Option to display the employees full name or initials.
- Option to display the requested hours next to the employee's name.
- 4. Displays all employees within the org requesting leave on a daily basis.



- A request is routed to a single request approver.
- The approver is selected from the timesheet approver list.
- Use of the leave planner is up to the discretion of the approver.

#### Approve / Disapprove

- Approvers have the option to "Approve" or "Disapprove" a request at any time.
- Approved request may be disapproved (and vice versa).
- Automatic e-mails are generated when requests are submitted, approved and disapproved.

### 48 Hour Approval Rule

 Lack of action from an Approver will result in submitted requests automatically being approved after 48 hours.

■ 48 hours = 2 business days

#### Reference Documents

WebTADS Online Support provides additional documentation.



#### WebTADS Online Support

AGENCY INFO

**Support Home** 

FAQ

**Timesheet** 

OT Request

LV Planner

Icon Definitions

**Hour Types** 

**About WebTADS** 

#### What's New?

WebTADS will automatically Pre-Fill Holidays on your timesheet.

Click here for more Pre-Fill Holiday information.

WebTADS can electronically process and approve Overtime and Leave Requests.

©Click here for more OVERTIME Request information.

TClick here for more LEAVE Request information.